# ORDINANCE 4-2020

Introduced by: _____

**AN ORDINANCE OF THE TOWN OF TRAPPE ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, AND ESTABLISHING A TAX RATE OF $.33 PER $100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF $.54 PER $100 ON ALL COMMERCIAL OR BUSINESS PERSONAL PROPERTY AND PUBLIC UTILITIES; AND ESTABLISHING AN ANNUAL FEE OF $130 PER RESIDENTIAL HOUSEHOLD FOR TRASH COLLECTION SERVICES, AND ALSO ADOPTING AN ENTERPRISE BUDGET FOR THE TOWN'S WATER AND SEWER OPERATIONS**

WHEREAS, Article VI, Section 603 of the Trappe Town Charter requires the Town to operate on an annual budget; and

WHEREAS, Article VI, Section 604 of the Trappe Town Charter requires submission of a budget at least thirty-two days prior to the beginning of the fiscal year containing estimates of anticipated revenues and proposed expenditures for the coming year;

WHEREAS, the budget for the fiscal year beginning on July 1, 2020 and ending June 30, 2021, was submitted at the Town Council meeting on April 1, 2020, and is attached hereto as Exhibit "A" ("General Budget");

WHEREAS, the Town has determined that it is desirable and in the public interest, and consistent with state law, to establish an annual fee of $130.00 per residential household for trash collection services; and

WHEREAS, the Town is authorized to establish rates, fees and charges necessary to cover the expenses associated with the operation of its water and wastewater system; and

WHEREAS, the Town has determined that is desirable and in the public interest, and consistent with state law, to adopt an enterprise budget for the Town's water and sewer operations, which is attached hereto as Exhibit "B" ("Enterprise Budget"); and

WHEREAS, Article VI, Section 605 of the Trappe Town Charter requires, prior to the adoption of the budget, the holding of a public hearing after two weeks notice in a newspaper, and the Town, having held a public hearing on the General Budget and the Enterprise Budget on June 3, 2020; and

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF TRAPPE AS FOLLOWS:

**Section 1.** That the Council of Trappe hereby adopts, for the fiscal year beginning July 1, 2020, and ending June 30, 2021, the General Budget attached hereto as Exhibit A and incorporated by reference herein.

**Section 2.** That the tax rate for the Town of Trappe for the fiscal year beginning July 1, 2020, and ending on June 30, 2021, shall be $.33 per $100 of assessed real property value and $.54 per $100 of assessed value on all commercial business, personal property and public utilities.

**Section 3.** That the Council of Trappe hereby establishes an annual fee of $130.00 per residential household for trash collection services.

**Section 4.** That the Council of Trappe hereby adopts an Enterprise Budget for the operation of the Town's water and wastewater system, attached hereto as Exhibit B, which are incorporated by reference herein.

**Section 5.** If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unlawful or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that they would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unlawful or unconstitutional.

This ordinance shall become effective on the first day of July, 2020.

_____
Nicholas Newnam

_____
Robert Diefenderfer, Jr.

_____
Walter Chase

_____
Tonya Pritchett

_____
Norm Fegel

I hereby certify that the above Ordinance was adopted by a yea and nay vote of the Council this _____ day of _____, 2020.

_____
Erin Braband, Town Administrator/Town Clerk

# Town of Trappe
# General
# FY 20/21 Budget

| | Jul' 20 - Jun 21 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| Grant Income | |
| 4450 · Grant from Rocks Engineering | |
| 4470 · Planning Department | 65,000.00 |
| Total 4450 · Grant from Rocks Engineering | 65,000.00 |
| Total Grant Income | 65,000.00 |
| Interest Income | |
| 4200 · Interest on Investments | 3,000.00 |
| Total Interest Income | 3,000.00 |
| Licenses and Permits Income | |
| 4110 · Building Permits & Inspections | 10,000.00 |
| 4122 · Rental License | 4,625.00 |
| 4160 · Franchise Fee - Cable | 2,500.00 |
| 4180 · State Share - Business License | 750.00 |
| Total Licenses and Permits Income | 17,875.00 |
| Other Income | |
| 4300 · Regular Trash Pick-up | 51,480.00 |
| Total Other Income | 51,480.00 |
| Tax Income | |
| 4000 · Real/Personal Prop. Taxes | 235,600.00 |
| 4010 · Real/Personal Prop. Taxes Dis. | -150.00 |
| 4030 · Corporation Taxes | 33,000.00 |
| 4050 · Local Income Tax | 60,000.00 |
| 4060 · Highway User Revenue | 55,186.00 |
| Total Tax Income | 383,636.00 |
| Total Income | 520,991.00 |
| Expense | |
| Administrative Expenses | |
| 5000.1 · Town Office Wages & Salaries | 67,017.00 |
| 5001.5 · Retirement Employer Contributi | 2,916.00 |
| 5009.1 · Insurance Employee Disability G | 750.00 |
| 5010 · Bad Checks and Charges | |
| 5010.1 · MD Sales and Use Tax Paid | 10.00 |
| Total 5010 · Bad Checks and Charges | 10.00 |
| 5015.1 · Insurance - fire liab/bonding G | 3,000.00 |
| 5018.1 · Workman's Comp - G | 4,000.00 |
| 5020 · Insurance Employee Health | 16,700.00 |
| 5021.1 · Advertising - G | 2,500.00 |
| 5022.1 · Office Expense - G | 19,000.00 |
| 5026.1 · Telephone & Internet - G | 3,900.00 |
| 5030 · Accounting & Auditing | 20,000.00 |
| 5032 · Legal Fees - G | 20,000.00 |

# Town of Trappe
# General
# FY 20/21 Budget

| | Jul' 20 - Jun 21 |
|---|---|
| 5034 · Electric (Town Hall) | 1,300.00 |
| 5037 · Health/Safety | 300.00 |
| 5041 · Employee Recognition & Awards | 750.00 |
| 5042 · Hospitality & Sympathy | 100.00 |
| 5045 · Computer Rel Upgradess & Ma. | 8,000.00 |
| 5050 · Profession Growth & Ed.(office) | |
| 5050.1 · Council Members | 2,000.00 |
| 5050.2 · Office Staff | 3,000.00 |
| Total 5050 · Profession Growth & Ed.(office) | 5,000.00 |
| 5051.1 · Other Administrative Expense G | 1,600.00 |
| 5052 · Christmas Decorations | 500.00 |
| 5053 · Travel Reimbursement | 300.00 |
| 6210 · Volunteer Fire Dept. | 20,000.00 |
| Total Administrative Expenses | 197,643.00 |
| Code Enforcement | |
| 6410 · Other Code Enforcement Expense | 300.00 |
| 6420 · MDIA Inspection | 10,000.00 |
| Total Code Enforcement | 10,300.00 |
| Debt Service - Interest | |
| 5617 · Line of Credit - Acct. ***860 | 5,500.00 |
| Total Debt Service - Interest | 5,500.00 |
| Debt Service Principal | |
| 5605 · Line of Credit - Acct. ***860 | 15,000.00 |
| Total Debt Service Principal | 15,000.00 |
| Legislation | |
| 6010 · Town Commissioners Salary (5) | 10,000.00 |
| 6020 · Planning Commission (5) | 5,000.00 |
| 6030 · Board of Appeals (4) | 600.00 |
| 6040 - Election Expense | 400.00 |
| Total Legislation | 16,000.00 |
| Payroll Expenses | |
| 5013.1 · Fica - G | 8,000.00 |
| 5014.1 · Medicare - G | 2,500.00 |
| 6560.1 · MD Unemployment Tax - G | 1,500.00 |
| 6561.1 · Bonus - G | 600.00 |
| Total Payroll Expenses | 12,600.00 |
| Planning Department | |
| 6100 · Fees & Dues | 200.00 |
| 6110 · Other Planning Expenses (NR) | 30,000.00 |
| 6120 · Travel Expenses | 300.00 |
| 6150 · Reimbursable Salary and Ins (Expenses) | 28,470.00 |
| 6152 · Retirement employer contributio | 855.00 |
| 6160 · Pro. Growth & Ed (Planning) | 1,500.00 |
| Total Planning Department | 61,325.00 |

# Town of Trappe
# General
# FY 20/21 Budget

| | Jul' 20 - Jun 21 |
|---|---|
| Public Works | |
| Garbage Collection | |
| 6360 · Garbage Collection | 51,480.00 |
| Total Garbage Collection | 51,480.00 |
| Streets | |
| 6391 · Snow Removal | 10,000.00 |
| 6392 · Repairs & Maintenance | 4,500.00 |
| 6393 · Street Lighting | 37,000.00 |
| Total Streets | 51,500.00 |
| 6301 · Enterprise Reimbursed Salaries | 11,690.00 |
| **** - Public Works Salary | 21,112.00 |
| 6310 · Park Maintenance (except grass) | 5,000.00 |
| 6350 · Mosquito Control | 1,500.00 |
| 6395 · Grass Cutting & Lawn Maintenanc | 2,000.00 |
| 6396 · Fire Siren | 280.00 |
| Total Public Works | 144,562.00 |
| Stormwater Management | |
| 6320 · Stormwater Repairs & Maintenanc | 2,000.00 |
| Total Stormwater Management | 2,000.00 |
| 5700.1 · Capital Improvement | |
| Reserve Funds | 9,061.00 |
| 9531 · Project Engineering Costs | 2,000.00 |
| 9532 · Street Improvements | 45,000.00 |
| Total 5700.1 · Capital Improvement | 56,061.00 |
| Total Expense | 520,991.00 |

# Town of Trappe
# Enterprise
# FY 20/21 Budget

| | Jul'20 - Jun'21 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| Bay Restoration Fees Income | |
| 4700 · Bay Restoration | 29,000.00 |
| 4710 · Bay Restoration Septic Fee | 1,700.00 |
| 4720 · Bay Restoration (LC) (Late Charge) | 200.00 |
| 4730 · Bay Restoration Sewer (LC) | 5.00 |
| Total Bay Restoration Fees Income | 30,905.00 |
| Interest Income | |
| 4250 · Interest on Investments-W/S | 2,400.00 |
| Total Interest Income | 2,400.00 |
| Other Income | |
| 4390.2 · Miscellaneous Other - E | 500.00 |
| 4405 · Bad Checks Fee | 100.00 |
| Total Other Income | 600.00 |
| Water & Sewer Services Income | |
| 4810 · Basic Sewer Service Charge (BSS | 342,540.00 |
| 4820 · Basic Water Service (BWS) | 103,140.00 |
| 4830 · Metered Adm. Commercial (MAC) | 4,550.00 |
| 4840 · Metered Adm. Residential (MAR) | 39,800.00 |
| 4850 · Water Usage Charge (WATER) | 96,800.00 |
| 4860 · Sewer Usage Charge (SEWR) | 215,880.00 |
| 4870 · Late Charges | 4,000.00 |
| 4871 · Turn on Turn off fees (ONF) | 5,700.00 |
| Total Water & Sewer Services Income | 812,410.00 |
| Total Income | 846,315.00 |
| | |
| Expense | |
| Administrative Expenses | |
| 5009.2 · Insurance Employee Disability E | 500.00 |
| 5015.2 · Insurance - fire liab/bonding E | 4,800.00 |
| 5018.2 · Workman's Comp - E | 4,000.00 |
| 5020 · Insurance Employee Health | 0.00 |
| 5021.2 · Advertising - E | 500.00 |
| 5022.2 · Office Expense - E | 1,300.00 |
| 5026.2 · Telephone & Internet - E | 3,100.00 |
| 5032.1 · Legal Fees - E | 2,500.00 |
| 5036 · Maintenance (WWTP Office Lab) | 500.00 |
| 5043 · Computer Related Equipment | 1,000.00 |
| 5046 · Meter Reading/Billing Sys. Fees | 15,000.00 |
| 5050 · Profession Growth & Ed.(office) | |
| 5050.4 · Enterprise | 1,500.00 |
| Total 5050 · Profession Growth & Ed.(office) | 1,500.00 |

# Town of Trappe
# Enterprise
# FY 20/21 Budget

| | Jul'20 - Jun'21 |
|---|---|
| 5051.2 · Other Administrative Expense E | 1,000.00 |
| 5061 · Employee Uniform Allowances | 1,500.00 |
| Total Administrative Expenses | 37,200.00 |
| Debt Service - Interest | |
| 5610 · DHCD Loan | 84,558.00 |
| 5611 · Line of Credit - Acct. ***7887 | 2,500.00 |
| 5614 · Well 6 - Interim Financing | 9,000.00 |
| Total Debt Service - Interest | 96,058.00 |
| Debt Service Principal | |
| 5602 · DHCD Loan | 91,000.00 |
| 5604 · Line of Credit - Acct. ***7887 | 20,000.00 |
| 5614.2 · Well 6 | 12,500.00 |
| Total Debt Service Principal | 123,500.00 |
| Enterprise Wages & Benefits | |
| 9004.1 · Enterprise Wages & Salaries | 66,832.00 |
| 9004.2 · Enterprise Wages & Salary OT | 3,000.00 |
| 9010.1 · Enterprise Hourly Wages | 80,545.00 |
| Total Enterprise Wages & Benefits | 150,377.00 |
| Payroll Expenses | |
| 5013.1 · Fica - G | 8,500.00 |
| 5014.1 · Medicare - G | 2,000.00 |
| 6151 · Retirement - employer contribut | 4,500.00 |
| 6560.1 · MD Unemployment Tax - G | 1,500.00 |
| Total Payroll Expenses | 16,500.00 |
| Water and Sewer Expenses | |
| 5002 · Supervisory Ser. | |
| Lakeside Expenses | |
| 5002 · Supervisory Ser. - Other | 8,000.00 |
| Total 5002 · Supervisory Ser. | 8,000.00 |
| 5003 · Grass Cutting - Enterprise Lo. | 1,000.00 |
| 5004 · Repairs and Maintenance | 75,000.00 |
| 5021 · Water Tower Maintenance | 17,500.00 |
| 5047 · Consumable Supplies-Tr. Process | 50,000.00 |
| 5049 · Tools & Equipment | 7,500.00 |
| 5063 · Scheduled Preventative Maint. | |
| Aux. Generator Maint. Contract | 2,800.00 |
| Jetting/Camering of sewer line | 5,000.00 |
| PM Maintenance for gas Chlor. S | 1,750.00 |
| Quarterly Pump Station Cleaning | 5,200.00 |
| Total 5063 · Scheduled Preventative Maint. | 14,750.00 |
| 5066 · Contracted Lab Services | 10,000.00 |
| 5070 · Other Water & Sewer Expense | 500.00 |
| 5071 · Electricity - W/S operations | 40,000.00 |
| 5073 · Fees & Dues | 525.00 |

# Town of Trappe
# Enterprise
# FY 20/21 Budget

| | Jul'20 - Jun'21 |
|---|---|
| 5074 · Health & Safety | 500.00 |
| 5075 · Truck Expenses | 5,000.00 |
| 5078 · Bay Restoration Payment | 30,700.00 |
| Total Water and Sewer Expenses | 260,975.00 |
| 5700.1 · Capital Improvement | |
| Other | 161,705.00 |
| Total 5700.1 · Capital Improvement | 161,705.00 |
| Total Expense | 846,315.00 |